

Circuit Court for Howard County

Position Announcement

Job Title	Court Reporter	Position Type	Contingent
Opening Date	April 1, 2007	First Review Date	September 14, 2007
Grade/Salary Range	\$16 to \$22 per hour, depending upon education and experience level, with overtime possible.		

Essential Functions: Record and maintain the audio record of court proceedings. The preparation of transcripts. Taking detailed notes of the proceedings. Give estimates of cost for typing of transcripts for appellate and other purposes. Maintain a good working relationship with the public, Judges, Masters, Court staff, Clerk's Office staff, attorneys and litigants.

Skills and Abilities: Fast and accurate typing, computer and proof reading skills; grammar, spelling and punctuation skills; accuracy and attention to detail are required. Applicant must be extremely flexible regarding overtime without advance notice, as jury deliberations may extend late into the evening.

Experience: Paralegal, legal secretarial, Court or Clerk's Office experience, or law enforcement background.

Education: A.A. degree with two years relevant experience. Two Additional years of experience can be substituted for the educational requirement.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 4:30 pm on the first review date to:

Melanie Merson, Sr. Admin Assistant
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
Melanie.merson@mdcourts.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.